



STATE OF INDIANA

MITCHELL E. DANIELS, GOVERNOR

J. ERIC DIETZ, EXECUTIVE DIRECTOR

DEPARTMENT OF HOMELAND SECURITY
INDIANA GOVERNMENT CENTER SOUTH
302 W. WASHINGTON ST., ROOM E208
INDIANAPOLIS, IN 46204

Emergency Management Training Course Announcement

The Indiana Department of Homeland Security will present the following course:

Homeland Security Exercise and Evaluation Program **(HSEEP)**

Who Should Attend?

Emergency management personnel, first response agencies (fire, law enforcement, emergency medical services, communication center personnel, etc.), hospitals, health department personnel, volunteer disaster agencies, security contract personnel, consultants, elected officials from all levels of government, planning team members, controllers/facilitators, evaluators, exercise program managers, and senior officials will benefit from a thorough understanding of the HSEEP program.

Course Description

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction. The purpose of HSEEP is to build self-sustaining exercise programs and provide a standardized methodology for designing, developing, conducting, and evaluating all exercises. The HSEEP Training Course is an intermediate-level course designed to provide participants with a working knowledge of HSEEP and information about the available resources provided for implementing a self-sustaining HSEEP. The course comprises seven modules that build on one another. Each module is divided into a series of lessons, each of which has its own objectives. Modules vary in length and will be delivered in sequence over a 3-day period. Topics include exercise program management, foundation of exercise, design and development, conducting exercises, evaluation exercises, and improvement planning.

A mandatory prerequisite to the course is FEMA's Independent Study #120.A *An Introduction to Exercises*. This course can be taken online through FEMA's Independent Study office at <http://training.fema.gov/EMIWeb/IS/is120.asp>. Completing this mandatory prerequisite will aid students in understanding the concepts and principles behind exercise training.

Administrative Information

This course will be conducted on **April 27th-29th, 2007 at the Emergency Management Training Center located at Grissom Aeroplex, Peru, Indiana.** Student sign in will begin at 8:30 A.M. with the course scheduled from 9:00 A.M. to 6:00 P.M. daily, with a one-hour break for lunch.

There is no charge for attending this course, however students will be responsible for their own travel and meals. Refreshments will be provided. The Emergency Management Training Academy will provide lodging through direct billing arrangements with hotels that will be listed in the acceptance letter to be sent out upon registration for the course. No lodging is provided for students residing within 50 miles of the training location. Participants who reside over 50 miles from the training location are eligible for overnight lodging for courses which are more than one day in length. Only those participants who reside 75 miles or more from the training location are entitled to lodging the night before a course that begins at 9:00 A.M. Eligible students may call the Kokomo Hampton Inn, located at 2920 S. Reed Road, Kokomo, for lodging at 765-455-2900. **We have a block of rooms that will only be held until April 19th.** Please let the Hampton know you are with the IDHS group.

To register, please complete a training application which can be found at <http://www.in.gov/dhs/training/>. Upon completion of the training application, please forward it to this office per the instructions indicated on the form. Class size is limited and you will be notified via email of your acceptance in the course. **Registration is due April 19th** to allow time for the preparation of course materials.

Please circulate this training announcement to members of your emergency response community and other agencies, organizations or individuals having a role in emergency preparedness exercises.

If you have any questions regarding course registration, please contact Denise Clarke at (317) 234-4286 or declarke@dhs.in.gov.

Professionally,

Amy M. Lindsey
Manager
Emergency Management Training Branch